



# Non-Merit Job Vacancy Announcement

## HEALTH PROGRAM ADMINISTRATOR

<b>Pay Grade:</b>	15	<b>Position Type:</b>	Full Time
<b>Salary or Range:</b>	\$3,230.84 - \$4,280.10 salary	<b>Work Schedule:</b>	Monday - Friday
<b>FLSA Designation:</b>	Non-Exempt	<b>Work Week:</b>	37.5 Hours

**Agency:** Department Of Military Affairs -Kentucky Community Crisis Response Board Division  
**Work Address:** 111 St. James Court, Suite B - Frankfort Kentucky 40601  
**Work County:** Franklin

### AGENCY COMMENTS:

This position is an Unclassified, Non-Merit, Non-Chapter position under KRS 36.040(1)(r ).

Agency prefers candidates have (a) Minimum of five (5) year' work experience in mental health or substance abuse services; (b) A minimum of five (5) years' experience developing and delivering training to adult audiences; (c ) Available to travel, work evenings, and weekends; (d) Experience working with disaster preparedness planning.

### DESCRIPTION OF JOB DUTIES:

Plans, develops, administers and coordinates preparedness, response and recovery activities for the statewide Behavioral Preparedness Program for all providers delivering community mental health, developmental and intellectual disability and substance abuse services. Coordinates all functions related to the planning, development and provides technical assistance to ensure the implementation of the State's behavioral health preparedness program. Compiles and analyzes data to assess the capabilities of providers for community mental health, developmental and intellectual disability and substance abuse services to prepare for, respond to, and recover from all hazards disasters and assess program effectiveness. Identifies gaps in unmet needs submits recommendations to resolve issues. Responds to programmatic inquiries concerning the State's disaster behavioral health preparedness program from the general public, behavioral health providers, and governmental officials regarding the implementation of the conceptual framework of the U.S. Department of Health and Human Services behavioral health preparedness, response, and recovery for disasters and public health emergencies. Develop and deliver training and educational materials to community mental health, developmental and intellectual disability and substance abuse services providers regarding the State's disaster behavioral health preparedness program. Performs other duties as assigned.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

**EXPERIENCE:**

Must have four years of professional experience in a health care facility, a community-based health care program, an institutional health care program or any health program administration.

**Substitute EDUCATION for EXPERIENCE:**

A master's degree in public health, or a health related field (such as human services, psychology, nursing, health administration, substance abuse, special education, rehabilitation, social work, sociology) will substitute for two years of the required experience.

**Substitute EXPERIENCE for EDUCATION:**

NONE

**SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

None

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

**BENEFITS:** *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

**HOW TO APPLY / APPLICATION PROCESS:**

**(DEADLINE: 9/6/2016 )**

[Posted on: 8/27/2016 ]

Applicants must create a state application by clicking on the COS Website listed below. Once your application has been created, please email your state application to Teresa Lee before the closing date listed on the job announcement.

\*\*\*\*Applicants will NOT apply online through the COS website\*\*\*\*

COS Website

<https://sjobs.brassring.com/TGWebHost/home.aspx?partnerid=20101&siteid=5031>

**Contact Name:** Teresa Lee

**Contact Method:** 502-607-1237 or  
teresa.r.lee2.nfg@mail.mil

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.

